

City of Gahanna

*200 South Hamilton Road
Gahanna, Ohio 43230*



Meeting Minutes

Tuesday, February 2, 2010

6:30 PM

City Hall Committee Rooms

Civil Service Commission

*Paul Leithart, Chairman
David Schroeder, Vice Chair
Katharine Essex
Stephen Renner
Judith Glenn*

Donna L. Jernigan, MMC, Sr. Deputy Clerk of Council

1. CALL TO ORDER AND ROLL CALL

Members Absent: Judith Glenn

Members Present: Paul Leithart, David Schroeder, Katharine Essex and Stephen Renner

ADDITIONAL ATTENDEES:

Isobel Sherwood, Kristen Treadway, Deputy Chief Ken Bell, Robin Rupp-Mondak.

2. ADDITIONS OR CORRECTIONS TO THE AGENDA

A motion was made by Schroeder, seconded by Renner, to add, under Unfinished Business, approval of the new Performance Appraisal form. The motion carried by the following vote:

Yes 4 Leithart, Schroeder, Essex and Renner

Absent 1 Glenn

3. APPROVAL OF MINUTES - Organizational and Regular Meeting January 5, 2010

A motion was made by Essex, seconded by Renner, to approve the minutes of the January 5, 2010 Organizational and Regular Meetings. The motion carried by the following vote:

Yes 4 Leithart, Schroeder, Essex and Renner

Absent 1 Glenn

4. HEARING OF VISITORS

5. UNFINISHED BUSINESS

2010-0002 Discussion of Fleet Mechanic position.

Treadway said the Administration has decided not to fill the position at this time.

Discussed and Filed

Approval of Performance Appraisal Form

A motion was made by Schroeder, seconded by Essex, to approve the current City of Gahanna Performance Appraisal form as revised August 2009. The motion carried by the following vote:

Absent 1 Glenn

Yes 4 Leithart, Schroeder, Essex and Renner

It was suggested that the August 2009 date be put on the performance appraisal so that we will know that it is the most current one.

6. NEW BUSINESS

2010-0006 Police Radio Dispatcher/Communications Officer test March 20, 2010.

Treadway said we just finished the last round of interviews with the candidates left on the eligibility list and did not hire anyone else; 10th dispatcher position was funded in the appropriations and we want to fill that position; did hire two people off the current list; would like to give another dispatcher test on March 20, 2010. That was the first date that we had scheduled to give the police officer test, but with budget cuts we had to cut out one test this year and that is the one we decided to cut; the church still has the date open so we would like to give the dispatcher test then.

The Commission agreed to give the test on March 20th and Renner said he would volunteer to be at the test. The test will start at 8:30 a.m., with registration starting at approximately 8:00 a.m.

7. CORRESPONDENCE AND ACTIONS

Jernigan said the next three items are FYI.

2010-0008

Memorandum from Director of Public Service, Terry Emery, that Matt Jones has successfully completed one year in the "C" step of range C-14B, and based on a positive evaluation he is recommending that Jones be advanced to Step D of range C-14B effective the first pay period following the completion of one year in Step C.

Discussed and Filed

2010-0009

Memorandum from Director of Parks & Recreation, Tony Collins, that Jim Ferguson has successfully completed one year in the "C" step of range C-16, and based on a positive evaluation he is recommending that Ferguson be advanced to Step D of range C-16 effective the first pay period following the completion of one year in Step C.

Discussed and Filed

2010-0010

Letter from Lt. Jeff Spence advising Radio Dispatcher/Communications Officer candidate Jacqueline Huntzinger that it was determined that she would not proceed to a formal offer of employment based on information gathered during the post conditional offer phase of the hiring process.

Disapproved and Filed

8. OFFICIAL REPORTS

a. Director of Human Resources

2010-0007

Presentation by Human Resources Department of new on line employment application software.

Rupp-Mondak and Treadway gave a presentation of new HR software. Treadway said the office worked to be on-line by January 1st; have had a few kinks and wanted to work those out before we came to Civil Service; software does have a new platform that we will convert to; wanted to work with the old one for a few months; worked with company to customize and configure what we wanted. Mondak said we do have 44 applications completed on-line; will have the ability to attach DD-214 or resume; all emails will have record as they go to applicants; not be printing off a lot of applications.

Sherwood asked about the kiosk that is supposed to be set up in lobby for people who do not have computers. Treadway said they are waiting on it also; we were told IT would get to it as soon as possible. Commission members thanked HR for the presentation.

b. Chairman

10. POLL COMMISSION FOR COMMENT

Essex thanked the Council office staff for the Boards & Commissions Reception last Tuesday; was very nice and we really enjoyed it. Schroeder said he would concur.

11. ADJOURNMENT - 7:02 p.m.; Motion by Essex.

Donna L. Jernigan, MMC
Senior Deputy Clerk of Council

APPROVED by the Civil Service Commission, this
day of 2010.

Chair Signature